



State of Arizona
Department of Education

Tom Horne
Superintendent of
Public Instruction

FD 28-07

MEMORANDUM

TO: Food Distribution Program Participants

FROM: Mary Szafranski, Deputy Associate Superintendent
Arizona Department of Education, Health and Nutrition Services

Tina Herzog, Food Distribution Program Director
Arizona Department of Education, Food Distribution Program

DATE: April 30, 2007

SUBJECT: Administrative Fees for SY 2007-2008

In an effort to run the Food Distribution program as efficiently as possible, we continually evaluate program costs and budgetary issues to determine the minimum administrative fee required to cover program expenditures. As a result of this evaluation, it was determined that the administrative fee will be increased by 10¢ for SY 2007-2008, returning the fee 25¢ per case. Therefore, effective August 1, 2007, all commodities will be assessed this new administrative fee. This includes all commodities shipped from U.S. Foodservice (USFS), any direct ship commodities (both processed and non-processed) and any other commodities shipped through another distributor that does not include the administrative fee in their delivery fee. Please note the USFS delivery fees for the upcoming school year have not yet been determined. You will be notified immediately when the delivery fees are set and they will include this new administrative fee.

Of course, each year we will continue to evaluate the fees to ensure operation costs are covered while keeping costs to schools to a minimum. If you have any questions about this, please feel free to call me at (602) 542-8781 or e-mail me at tina.hertzog@azed.gov.

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